

VACANCY NOTICE
FLOATER (ASSISTANT CASE CALENDARING CLERK)

CLERK'S OFFICE
United States District Court for the
District of Columbia
Washington, D.C. 20001

February 20, 1998

This position is available to current Clerk's Office employees as well as outside applicants. The incumbent of this position will be assigned to Unit #6 and have responsibilities such as: Occasionally maintain control records of the cases assigned to the judge(s) as they are filed; examine all papers filed in an action assigned to the judge to determine if they conform with the rules of practice; should the floater be assigned to a judge for an extended period of time they would calendar and regulate the movement of cases according to current procedures; prepare or supervise the preparation of calendars; act as a source of information to attorneys on the special procedures of the judge; should the floater be assigned to a judge for an extended period of time they would prepare special reports for the judge on the status of cases assigned; call the court calendar; conduct arraignments of defendants in criminal cases; impanel the jury and administer the oaths; regularly perform the duties of assistant case calendaring clerks, including docketing and filing, when not being used in court and occasionally prepare monthly statistics. This position is located in the Operations Division of the Clerk's Office and the incumbent reports to the Unit Manager.

QUALIFICATIONS: Must have at least four years of progressively responsible clerical or administrative experience which involved regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, as well as others.

CLASSIFICATION/SALARY: CL-26 (Steps 1 through 61) depending upon qualifications \$28,585 pa - \$46,478 pa. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

To apply send cover letter and detailed resume to: Clerk's Office, Attn: Human Resources Department (1820), E. Barrett Prettyman Courthouse, 333 Constitution Ave., NW, Washington, D.C. 20001. Announcement #98-05.

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT
OF COLUMBIA IS AN EQUAL OPPORTUNITY EMPLOYER**